Under My Timestamp, click the down arrow under Transfer

Click on Search.

Click on Advance >

Under Add a Work Rule, click the down arrow

Select COVID 19 On Premise

Click OK

Click Record Timestamp

Your timestamp pane will show the in punch was accepted.

When you finish working, click Record Timestamp again to log your Out punch
Your timestamp pane will show the out punch was accepted.

**Click** Refresh in My Timecard to review your work hours for the day.

<table>
<thead>
<tr>
<th>Date</th>
<th>Pay Code</th>
<th>Amount</th>
<th>In</th>
<th>Transfer</th>
<th>Out</th>
</tr>
</thead>
</table>

* Unless you specifically indicate On Premise, all work hours will be reported as Remote.
1. **Tap** the Punch icon from the Home Screen

2. From the **Select** a Transfer section, click on the Scan barcode

3. If prompted, **allow** the app to access your phone camera. Using your phone, **scan** the QR code below

4. After scanning, the COVID 19 On Premise will show in the transfer section

5. **Tap** Punch at the bottom to log your IN punch

6. You will **receive** a message that your punch was successful

7. Remember to **log** punch again when you end your shift

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* Unless you specifically indicate On Premise, all work hours will be reported as Remote.
Select the COVID19 On Premise soft key.

If not visible, use the arrow in the bottom right-hand corner of the screen to go to the next page of soft key buttons.

* Unless you specifically indicate On Premise at clock-in, all work hours will be reported as Remote.